Reviewing Leave Cases – Managers

Leave Cases View

Use the **Leave Cases View** to review leave reasons and frequency for your group of employees.

1 Select **My Views** from the Related Items pane.

2 Select **Leave Cases View**.

3 Select the specific set of employees from the **Show** drop-down.

4 Select the specific time period from the **Time Period** drop-down.

Name	Leave Case Status	Leave Category	Leave Reason	Leave Case Code	Leave Frequency	Leave Case Approval Status	Initial Leave Request Date	Leave Start Date	Documents Overdue	New Leave Requests	Leave End Date
Exempt1, EdwardA											
Manager1, JuniorA											
Newby1, NeilA											
Punch1, PennyA	Open	FMLA	Serious Health Condition	SLFILL	Continuous	Approved	3/01/2014	3/01/2014			3/11/2014
Stamp1, SandyA	Open	FMLA	Family - Parent	FPARNT	Intermittent	Approved	1/01/2014	1/01/2014			

Column	Description
Leave Case Status	Status of a leave case, such as Open, Closed, or Submitted.
Leave Category	FMLA or Military
Leave Reason	Such as serious illness, birth, family care, adoption, federal or state.
Leave Case Code	Type of leave, such as Self or Family.
Leave Frequency	Indicates whether the employee is on continuous or intermittent leave.
Leave Case Approval Status	Indicates whether a leave request is approved, pending or denied.
Initial Leave Request Date	Date the leave request was made.
Leave Start Date	Date leave starts for an employee.
Documents Overdue	A check in this column indicates that a document is overdue.
New Leave Request	A check in this column indicates additional time requested on an existing leave case.
Leave End Date	The expected date on which an employee returns to work.

You may highlight the desired employee and select the Leave Cases shortcut link to:

- review the current leave details
- edit the current leave request
- add a new leave request

Leave Hours View

Use the **Leave Hours View** to review total leave hours for your group of employees.

My Views

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- Accrual Detail Balance View
- Accrual Reporting Period View
- Custom Field Reporting View
- Employee Holiday Credit View
- Employee Hours View
- Employee Information View
- Leave Cases View
- Leave Hours View
- On Premises View

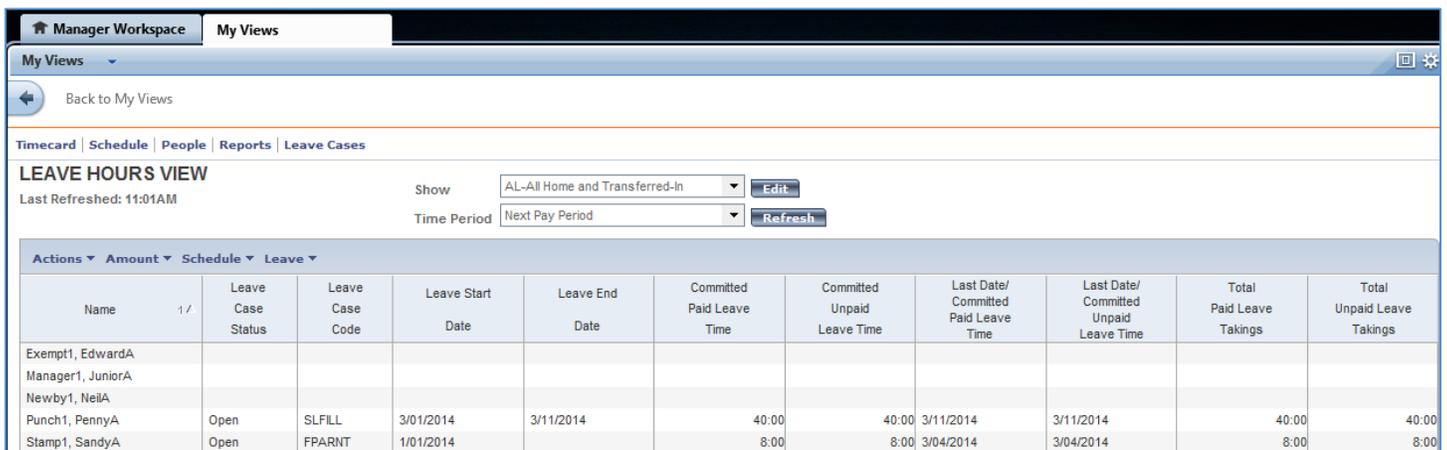**1** Select **My Views** from the Related Items pane.

2 Select **Leave Hours View**.

Show	AL-All Home and Transferred-In ▼	Edit
Time Period	Next Pay Period ▼	Refresh

3 Select the specific set of employees from the **Show** drop-down.

4 Select the specific time period from the **Time Period** drop-down.

Name	1/	Leave Case Status	Leave Case Code	Leave Start Date	Leave End Date	Committed Paid Leave Time	Committed Unpaid Leave Time	Last Date/ Committed Paid Leave Time	Last Date/ Committed Unpaid Leave Time	Total Paid Leave Takings	Total Unpaid Leave Takings
Exempt1, EdwardA											
Manager1, JuniorA											
Newby1, NeilA											
Punch1, PennyA		Open	SLFILL	3/01/2014	3/11/2014	40:00	40:00	3/11/2014	3/11/2014	40:00	40:00
Stamp1, SandyA		Open	FPARNT	1/01/2014		8:00	8:00	3/04/2014	3/04/2014	8:00	8:00

(LEAVE HOURS VIEW — Last Refreshed: 11:01AM, Show: AL-All Home and Transferred-In, Time Period: Next Pay Period)

Column	Description
Leave Case Status	Indicates the status of the leave case for the specified time period, such as Open, Closed, Submitted, or Retracted.
Leave Case Code	Type of leave, such as Self or Family.
Leave Start Date	This is the first day that the employee goes on leave of absence.
Leave End Date	This is the employee's expected return date.
Committed Paid/ Unpaid Leave Time	The Committed Paid Leave Time and Committed Unpaid Leave Time columns show the amount of paid and unpaid time that has been committed to the schedule or timecard in the selected time period.
Last Date/Committed Paid/Unpaid Leave Time	The Last Date/Committed Paid Leave Time and Last Date/Committed Unpaid Leave Time columns show the date of the last committed paid and unpaid amounts.
Total Paid/Unpaid Leave Takings	The Total Paid Leave Takings and Total Unpaid Leave Takings columns show the total amount of paid and unpaid leave that an employee has taken.

You may highlight the desired employee and select the Leave Cases shortcut link to:

- review the current leave details
- edit the current leave request
- add a new leave request